



Job Announcement

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Opening Date:	May 28, 2015	Closing Date:	June 11, 2015
Job Title:	Administrative Assistant III	Position Type:	Regular Full Time
PIN:	056037	FLSA Status:	Non-Exempt
Location:	State Board of Law Examiners Annapolis, Maryland	Grade/Entry Salary:	J08 \$34,720 - \$41,234 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: Performs initial data entry and accounting functions for all Bar admission fees, amounting to \$1.5 million annually and maintains associated reports. Receives and logs initial eligibility documentation and communicates with applicants to confirm receipt of same prior to filing of Bar applications. Performs initial eligibility screening of Bar applications, and communicates with applicants to resolve deficiencies before accepting applications for filing. Assigns applicants to Judicial Circuit Character Committees for character investigations, while considering geographically appropriate assignments and balancing Committee workloads. Creates and maintains files/folders for Director of Character & Fitness to review Rule 4(b) waiver requests. Assists with review of Bar applications to identify potential character issues before distributing to Character Committees for investigation. Tracks name changes by Bar applicants, documenting legal basis for name change and collecting supporting documentation. Utilizes vendor's proprietary software to print Bar applicants' laptop examination answers, reviews, verifies and organizes printed answers by question number and creates binders for distribution to exam graders. Responds to requests for information from Court of Appeals, National Conference of Bar Examiners, and other Bar admission offices; Responds to requests for information from Bar applicants by telephone and email. Overtime and occasional weekend work may be required at certain times of the year corresponding to Bar exam administration and application deadlines. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Three years of clerical/secretarial experience that demonstrates the ability to handle multiple priorities, organize work, and apply the required skills, including the use of a computer and Microsoft Office.

Note: Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Preferred: Experience involving substantial contact with the public. Proficiency with Microsoft Excel. Familiarity with a web-based database system.

Skills/Abilities: Knowledge of general office practices, office equipment, and business English; excellent interpersonal skills, including ability to elicit cooperation from external offices by using tact and persistence; excellent verbal and written communication skills, including the ability to compose correspondence using proper grammar, spelling, and punctuation; ability to maintain and keep formal records; ability to work autonomously and as part of a team; comply with office priorities, and work efficiently under deadline pressures; ability to multi-task and prioritize work and accept change in work priorities; ability to communicate effectively with high ranking officials, attorneys, etc.; proficiency with Microsoft Word and Excel; ability to complete an assessment to evaluate the skill level and knowledge of Microsoft Excel; ability to learn and operate the Board's proprietary electronic Bar application ("eBar") system; ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary, HR Dept.
580 Taylor Ave, Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.